

**Title:** City Clerk  
**PG:** 51  
**Status:** Civil Service  
**Position Reports to:** Finance Director  
**Department:** Finance/City Clerk

**Class Code:** 2010  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is highly responsible administrative work directing all activities of the office of the City Clerk. All contracts on behalf of the City must be countersigned by the City Clerk. An employee in this class serves as Clerk of the City Commission, and is responsible for directing the publication, filing and safekeeping of all commission proceedings. The duties of this position include recording and certification of all ordinances and resolutions, serving as custodian of the City Seal and official records, coordinating elections, and providing support services to the City's Code Enforcement Board. The scope and responsibilities of this position are normally defined by legal requirements however, the employee works with considerable independence within these limits. Work is subject to general direction and review from the Finance Director.

**ESSENTIAL FUNCTIONS:**

1. Attends all regular and special meetings of the City Commission and supervises the recording and transcribing of the minutes.
2. Coordinates all municipal, Lakeland Downtown Development Authority and Civil Service Board elections, including preparation of necessary legal advertisements, preparation of ballots, procurement of necessary forms, maintenance of legally required financial reports of candidates and coordinates the various canvassing boards. Works closely with County Supervisor of Elections and Secretary of State's office to keep abreast of changing election laws.
3. Maintains all corporate files for City leases, contracts, deeds, easements, franchises, bond issues, letters of credit, housing rehab documents, grant files and voluntary annexation/wastewater service agreements. Answers all inquiries regarding these records from the City Manager, City Commission members, Finance Director, other municipalities and the general public.
4. Maintains numerical file of ordinances and resolutions adopted by the City Commission. Distributes such copies to City departments, publishes them in the newspaper as required and sends copies for recording in the County records.
5. Coordinates recording of documents for various departments and distributes recorded copies appropriately.
6. Coordinates public notices for various departments.
7. Serves as secretary to the City of Lakeland Code Enforcement Board. Prepares meeting agendas, records and transcribes minutes, sends Notices to Appear to citizens cited in violation, creates Board orders, and distributes copies of orders as required. Maintains case files, files Code Enforcement Board liens and answers all inquires from the public and staff regarding cases and procedures.
8. Certifies all official records as required.
9. Administers Oath of Office to Mayor/Commissioners, police officers and various boards of directors for community organizations.
10. Provides notary services for City documents.
11. Supervises office staff.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of municipal code, City charter and intergovernmental relations.
2. Knowledge of election laws and procedures.
3. Knowledge of the principals and practices of office management and administration as applied to municipal government.

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4. Skill in the use of personal computers, software applications, typewriters, recording, transcribing and dictating equipment.
5. Ability to prepare accurate and concise meeting minutes.
6. Ability to apply good judgment when making decisions in conformance with the law, regulations, policies and procedures.
7. Ability to communicate effectively both in written and verbal form. Ability to summarize verbatim discussion accurately. Skill in the use of the English language including proper use of words and sentence construction in the preparation of written minutes of meetings.
8. Knowledge of effective supervisory practices and the ability to supervise employees.
9. Ability to work independently.
10. Ability to exercise good organizational and planning skills.
11. Ability to exercise good interpersonal skills and develop an effective working relationship with management, elected officials, other City departments, and the public.
12. Ability to prioritize workload and complete tasks in a timely manner.
13. Ability to use speedwriting preferred.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to bright/dim light, dusts and pollen.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in Public or Business Administration.
2. Four (4) years of advanced experience in secretarial work.
3. Three (3) years of experience in the use of personal computers, recording and transcribing equipment.
4. An equivalent combination of education and experience determined to be directly related to the foregoing specific requirements may be substituted.
5. Applicants with prior experience as a City Clerk or Deputy City Clerk may be preferred.
6. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Florida Notary must be attainable.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.